

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXO/DDA

EXTENSION

NO.

DATE

30 January 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA

30 JAN 1986

2.

DDA

30 JAN 1986

3.

EXO/DDA

31 JAN 1986

4.

5.

DDA/Plans

6.

7.

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11.

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15.

Chairperson, Fine Arts Commission, has asked each Directorate to nominate a representative for the Fine Arts Commission. She invited us to select a representative whose knowledge of DDA interests, and one whose own interest, would lend itself to the Commission's activities. In response to our tasking, our office directors have submitted those individuals listed on the attached papers. The OIT employee is especially talented. The OF and OS nominee also bring desirable background. I recommend the OIT employee.

Concur

3 to 5 - Pls respond

by memo to

designating OIT candidate

as DDA Rep

on FITC.

Designate OF

and OS.

as alternates. Include as attachment brief & sketch.

by memo to OIT, OF, OS
WITH copy to
C/FAL

ROUTING AND TRANSMITTAL SLIP

Date

30 Jan

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. EXO/DDA

Ea

30-1

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Ed,

Attached is a short BIO on the individuals nominated for the Fine Arts Commission based on the Office's reasons for submitting their names. In my opinion, the OIT nominee has the desired background. The OF and OS candidates are also strong contenders for final selection.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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